



# Mastering Time Management: Tips for Adults with ADHD

## Introduction:

Time blindness, a common challenge in ADHD, refers to difficulty in estimating how long tasks will take and managing time effectively. This handout provides strategies to overcome time blindness, enhancing time management skills.

## Strategies:

- **Use Timers and Alarms:** Set alarms for start and end times of tasks to maintain awareness of time passing.
- **Break Down Tasks:** Divide larger tasks into smaller, manageable steps with set time frames.
- **Visual Time Aids:** Utilize calendars and planners, both digital and physical, for a visual representation of your schedule.
- **Prioritize Tasks:** Identify and focus on high-priority tasks, allocating more time to them.
- **Set Realistic Goals:** Understand your capabilities and set achievable goals within realistic time frames.
- **Routine Development:** Establish a daily routine to create a predictable structure.
- **Limit Distractions:** Identify and minimize potential distractions to maintain focus.
- **Regular Reviews:** Periodically review and adjust your time management strategies for continuous improvement.

Remember, the key to mastering time management with ADHD is consistency and adaptability. Employing these techniques can significantly improve your ability to manage time effectively, leading to enhanced productivity and reduced stress.